UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE CHIEF FINANCIAL OFFICER

MAR 1 0 2006

MEMORANDUM

To: ED Grantees and Applicants

From: William M. McCabe
        Acting Chief Financial Officer

Subject: Transitioning to Grants.gov to Submit Electronic Applications

As you may know, Grants.gov is the Government-wide system that provides a single mechanism to "Find" and "Apply" for Federal grant opportunities via the Internet. I am taking this opportunity to outline for you the U.S. Department of Education's involvement in Grants.gov and steps that you must take to ensure you and/or your organization are ready to apply for grants electronically using Grants.gov.

The Department currently posts all grant competitions on Grants.gov Find and began using Grants.gov Apply to receive electronic grant applications for select programs during fiscal years 2004 and 2005. The Department plans to further increase the grant competitions that will use Grants.gov Apply this year and next. There are several steps you and your organization must take to ensure your application submission via Grants.gov is successful:

> Review Notices and Instructions Carefully. First, it is important that you read the Federal Register notice for each grant competition closely to determine if electronic applications will be accepted via Grants.gov and whether electronic submission is optional or required. In addition, each notice contains instructions that must be followed to ensure your application can be submitted successfully by the deadline date and reviewed by the Department.

> Register with Grants.gov. Second, you should become familiar with the Grants.gov site and complete the registration process early. You do not need to wait for a competition to be announced to complete the Grants.gov registration process. Please be aware that Grants.gov registration involves several steps and possibly several different people and/or offices, such as the business office, within your organization. This one-time registration process can take five or more days to complete, and it must be completed before you can submit an application via Grants.gov.

> Submit Applications Early. Third, to manage any unanticipated problems and/or delays as the deadline date approaches, I encourage you to submit your application before the deadline date.

On February 10, 2005, the Department published in the Federal Register a notice announcing new policies and procedures for the electronic submission of grant applications. I encourage you to read the notice and be aware of the changes that have occurred to the Department's electronic application process. A summary of the notice can be found at the following link:

http://www.ed.gov/policy/fund/guid/gposbul/esubmitpolicysummary.html

The Department continues to make it a priority to improve access to information and services via the Internet, and we expect to continue to provide the capability to carry out much of our grant management business with customers online. The Department has developed additional materials that will help you get started on the Grants.gov site, including a web cast that explains the process of registering and applying for a grant. The web cast can be viewed from the Department's Web site at www.ed.gov. Click on the "Grants and Contracts" link and then the "Submitting An Application?" link. If you have any questions or need assistance with Grants.gov, please contact the Grants.gov Support Desk at 1-800-518-4726.

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